



**Human Resources Department**

p: 503-526-2200 f: 503-526-2572

**CHILDREN'S REFERENCE ASSISTANT (SEASONAL)  
LIBRARY SUMMER READING PROGRAM  
BEAVERTON CITY LIBRARY  
20 hours per week  
May 23 – August 24, 2016**

**SALARY RANGE:** \$18.45 per hour

**CLOSING DATE:** March 15, First Review; Open until Filled

**ABOUT THE JOB:**

Beaverton City Library is seeking a half-time Reference Assistant to join our team for the busy summer season. We are looking for an energetic, curious person with excellent customer service skills and a strong interest in public library services to work with our current staff serving children, teens, and their families. This summer will be fun filled as we celebrate summer reading with the theme On Your Mark, Get Set... Read. This position will be required to work some evening hours, occasional weekend hours.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Perform quick reference and readers advisory duties at the children's desk and occasionally at the teen desk including but not limited to:

- Providing quick and accurate answers to patron's reference, readers advisory and referral questions using appropriate reference techniques;
- Assisting patrons in the use of library materials, computers, databases, eBooks, and knowledge of social media
- Providing programs for children and their caregivers; storytimes, as needed;
- Updating booklists and other materials

**TO QUALIFY:** Requires a Bachelor's degree and two years experience in a library setting in reference or related services, or an equivalent combination of education and experience. Prior experience with Polaris ILS, and knowledge of Washington County Collaborative Library Services (WCCLS) policies and practices highly desirable.

**VETERANS' PREFERENCE:**

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US



## **Human Resources Department**

p: 503-526-2200 f: 503-526-2572

Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.

### **HOW TO APPLY:**

All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov).